



CITY OF HOUSTON

Job Posting

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1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>CUSTOMER SERVICE CASHIER</div></div>
3	<div><div>Posting Number</div><div>PN# 110434</div></div>
4	<div><div>Department</div><div>Department of Public Works & Engineering</div></div>
5	<div><div>Division</div><div>Resource Management Division</div></div>
6	<div><div>Section</div><div>Utility Customer Service Section</div></div>
7	<div><div>Reporting Location</div><div>4200 Leeland</div></div>
8	<div><div>Workdays & Hours</div><div>M - F, 8:00 a.m. – 5:00 p.m.*</div><div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Assists customers by accepting payments, making change, crediting payments to accounts and answering questions relating to accounts. Accepts customer payments, makes change, and processes payments through the on-line cashiering system. Balances daily money collections on cashiering system. Reconciles all cash and checks to summary reports and makes bank deposits daily. Acts as a source of information to the public including the initial research and resolution of citizens' problems. Prints, retrieves and distributes a variety of reports for the on-line cashiering system. The reports include summary cashier balances, summary cashier deposits, bank deposits, itemized tenders, journal searches, and reconciliation totals.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>High School Diploma or a GED.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>One (1) year of money handling experience is required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants familiar with the SII revenue collection system or similar. Prefer applicants who have recently worked closely with the public handling money on direct basis.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, The Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range – Pay Grade 12</div><div><div>\$789 - \$1,055 Biweekly</div><div>\$20,514 - \$27,430 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>May 10, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>May 16, 2006</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>